

Charter Lawrence Berkeley National Laboratory Institutional Biosafety Committee

[Revised September 2002]

Introduction

Lawrence Berkeley National Laboratory (“Berkeley Lab”) policy, in general, requires* that all research and development activities with potentially hazardous biological materials (infectious agents, tissue culture cells, animals, recombinant DNA or RNA, biotoxins, and material of human origin) be registered with and approved (as necessary) by the IBC [http://www.lbl.gov/ehs/biosafety/Biosafety_Manual/html/registration.htm]. The IBC reports to the Director of the Berkeley Lab.

It is **Berkeley Lab**’s responsibility to:

- establish and implement policies that provide for the safe conduct of research and ensure compliance with the above rules, policies, and guidelines;
- **establish an Institutional Biosafety Committee (IBC)**;
- appoint a Biological Safety Officer (BSO);
- assist and ensure compliance with the above rules, policies, and guidelines by Principal Investigators (PIs) conducting research at Berkeley Lab;
- ensure appropriate training for the Institutional Biosafety Committee Chair and members, Biological Safety Officer, Principal Investigators, and laboratory staff regarding laboratory safety and implementation of the above rules, policies, and guidelines.

IBC Membership

IBC members are nominated by their respective Divisions.

The IBC is comprised of no fewer than five members so selected that they collectively have experience and expertise in all areas in which research and development activities with potentially hazardous biological materials are conducted. The committee has the following representation:

- individuals, including research technical staff, from all Berkeley Lab Divisions that conduct research and development activities with potentially hazardous biological materials
- the Biological Safety Officer
- an expert in animal containment principles
- the Occupational Medical Physician in Health Services
- two members not affiliated with Berkeley Lab, who represent the interest of the surrounding community with respect to health and protection of the environment

* Lawrence Berkeley National Laboratory is required under the NIH Guidelines for Research Involving Recombinant DNA Molecules (<http://www4.od.nih.gov/oba/rac/guidelines/guidelines.html>) and the CDC rules Additional Requirements for Facilities Transferring or Receiving Select Agents (<http://www.cdc.gov/od/ohs/lrsat/42cfr72.htm>) to establish an Institutional Biosafety Committee.

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As needed, the IBC must include consultants; persons knowledgeable in Berkeley Lab's institutional commitments and policies, applicable law, standards of professional conduct and practice, community attitudes, the environment, or any scientific area, where the IBC members do not have the expertise.

IBC Chair and Deputy Chair nominations are recommended by the Director of the EH&S Division to the Berkeley Lab Director, who appoints the Chair and Deputy Chair for a three-year period.

It is the Chair's responsibility to ensure that the IBC members are appropriately trained.

No member of the IBC may be involved, except to provide information requested by the IBC, in the review or approval of a project in which he/she has been or expects to be engaged or has a direct financial interest.

Membership in IBC requires a minimum three-year period of service. If an institutional member does not attend three meetings throughout the calendar year, the IBC Chair will consult the member's Division Director to ask that a replacement be nominated.

Functions

On behalf of Berkeley Lab, the **Institutional Biosafety Committee** is responsible for **reviewing** all research and development activities with potentially hazardous biological materials conducted at or sponsored by Berkeley Lab and **approving** those activities that are found to conform with the established rules, policies, and guidelines. The IBC will not authorize initiation of experiments, which are not explicitly covered by the referenced rules, policies, and guidelines until NIH and/or CDC establish the containment requirement.

The review includes:

- independent assessment of the containment levels required by the referenced rules, policies, and guidelines for the proposed research
- assessment of facilities, procedures, practices, and training and expertise of personnel involved in the proposed research
- evaluation of compliance with all surveillance, data reporting, and adverse event reporting requirements.

The Principal Investigator is notified of the results of the Institutional Biosafety Committee's review and approval.

Research and development activities that **do not use recombinant DNA molecules** as defined by the NIH Guidelines and are limited to the use of **risk group 1** biological material and therefore require only biosafety level 1 containment are **reviewed** and **authorized** by the Biological Safety Officer and the Chair of the Institutional Biosafety Committee upon registration.

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The IBC annually reviews research and development activities with potentially hazardous biological materials conducted at or sponsored by Berkeley Lab to ensure compliance with the above rules, policies, and guidelines.

The IBC is involved in adopting laboratory-wide emergency plans covering accidental spills and personnel contamination resulting from research and development activities with potentially hazardous biological materials conducted at or sponsored by Berkeley Lab.

The IBC will report any significant problems with or violation of the referenced rules, policies, and guidelines and any significant research-related accidents or illnesses to the appropriate Berkeley Lab official, the NIH Office of Biotechnology Activities or CDC within 30 days, unless the IBC determines that a report has already been filed by the Principal Investigator.

The IBC shall register annually with the NIH/OBA by providing them with the IBC Charter and CVs of IBC members.

Meeting Schedule

Meetings will be held as necessary, but at least every quarter. Minutes shall be recorded for every meeting. Once a year the committee submits a written report of activities to the Berkeley Lab Director.

Other Provisions

The Chair shall submit to the Berkeley Lab Director any recommendations for the amendment of this charter.